



# LOS ANGELES COUNTY WIA YOUTH INFORMATIONAL BULLETIN

**NUMBER: YTH-03-06**

**SUBJECT: MONITORING FINDINGS**

**DATE: 2-26-03**

**EFFECTIVE DATE: IMMEDIATELY**

**PAGE 1**

**To: All Youth Service Providers**

The purpose of this bulletin is to inform all service providers of the most common findings as a result of program monitoring. The listing below does not include all the monitoring findings, just the ones that occur most frequently. It is hoped that service providers will use the listing to review their participant files and MIS forms to ensure they do not have the same problems.

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| <b>Eligibility</b> | No documentation for family members<br>No documentation supporting eligibility barriers<br>No documentation supporting age and income information<br>MIS form inconsistencies regarding family size and status |
| <b>MIS</b>         | No follow-up information listed<br>Signatures missing on necessary forms<br>Files missing on exited participants<br>Participants not on MIS roster   |
| <b>ISS</b>         | No current case notes or dates of service listed<br>No documentation of support and employment services<br>Sign in sheets not filed<br>Post tests missing from file<br>Leadership and mentoring not documented |

As you know, it is your responsibility to ensure your activities comply with the WIA Youth program, related regulations, applicable State directives, and WIA Youth Bulletins. We will provide you with the technical assistance necessary, where appropriate, to help your program improve in the above areas. If you have any questions or concerns, please call William Skiles at (213) 738-3169.

  
**JOSIE MARQUEZ, Director**  
Employment and Training